



File No. 1790-20  
5225-08

January 16, 2018

TO WHOM IT MAY CONCERN

**Re: DISTRICT OF SOOKE  
MARATHON LANE DRAINAGE WORKS  
INVITATION TO QUOTE FOR CONSTRUCTION**

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### **Quotation General Terms and Instructions:**

The District of Sooke (the "District") is requesting a quote (the "Quotation") for construction for the Marathon Lane Drainage Works project. The Quotation is to be submitted using the Quotation Form (Appendix 2). There will be no public opening of Quotations.

There will not be a pre-bid meeting for this project. Any questions are to be directed to Brian Derrick by email at [bderrick@sooke.ca](mailto:bderrick@sooke.ca) or by phone at (250) 642-1634.

It is expected that any person that submits a Quotation (the "Contractor") will be satisfied with the extent of work required and that minor modifications will not add additional costs to the District. By delivering a Quotation, the Contractor irrevocably agrees that the Contractor has received, read, examined the site, and fully understood the scope of work and all terms of reference within this Request and all the attached appendices. The full scope of work is described in the Project Specifications (Appendix 1). It is the responsibility of the Contractor to regularly check for addendums at <https://sooke.ca/municipal-hall/documents-forms/tenders-and-rfps/>.

The District may, in its sole discretion, disqualify any or all Quotations, cancel this Request for Quotes, reject any or all Quotations, and to re-bid the same or similar Work at any time. The District reserves the right to reject any or all Quotations. The lowest Quotation will not necessarily be accepted. The District reserves the right to waive informalities and accept the Quotation deemed most favorable to the District of Sooke at their sole discretion. Any Quotation provided by the Contractor shall remain open for 30 days.

Please provide your fully completed Quotation Form, to the attention of the undersigned electronically at [info@sooke.ca](mailto:info@sooke.ca), or in person at 2205 Otter Point Road by 2:00pm on Wednesday January 31st, 2018.

Regards,

Brian Derrick  
Engineering Technologist



## **Appendix 1- Project Specifications:**

The Contractor is required to perform the various services and works shown in the attached figures and listed in the Project Specifications. All addendums issued by the District for this project are to be included as part of the Project Specifications listed hereunder:

### **1) Description of Work**

Fronting 1787 Marathon Lane is a 20m long, 350mm CSP culvert. In periods of heavy and/or consistent rain, the culvert backs up, causing the upstream ditch to spill over and flood properties on the west side of the road. This project involves removing the existing pipe, replacing the driveway culvert, and reinstating the grassy portion as an open ditch.

### **2) Scope of Work**

In addition to all notes within the reference pictures, the Contractor is responsible for the following:

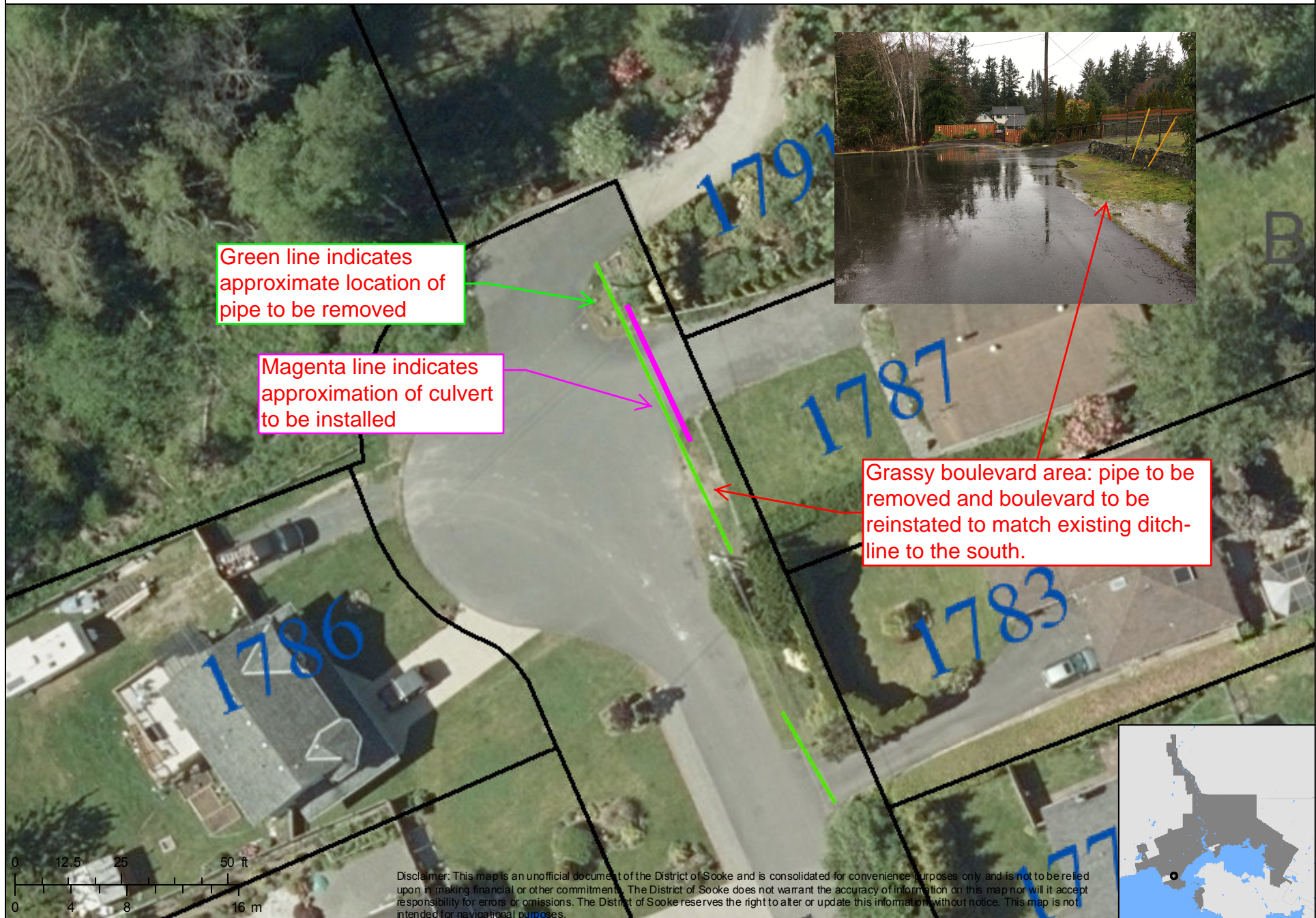
- a) Remove and dispose of the CSP pipe in the municipal Right of Way (RoW) fronting 1787 Marathon Lane;
- b) Saw cut uniform lines through the asphalt driveway prior to excavation;
- c) Reshape the excavation into a ditch under the grassy boulevard area, and seed the ditch;
- d) Install a 300mm CSP culvert under the driveway, with mortared rock headwalls;
- e) Remove and dispose of any excess organics, construction material, waste material, unused fill or other debris left over from excavation or construction;
- f) Provide all flagging, signage and traffic management as required.

### **3) General Conditions**

- a) The Contractor shall be solely responsible for construction means, methods, techniques, sequences, and procedures for coordinating the various parts of the work in the Scope of Work;
- b) All construction and materials to be in accordance with MMCD, Platinum Edition, and The District of Sooke Subdivision and Development Standards Bylaw No. 404 unless otherwise noted. When a conflict between the specifications arises, the most stringent shall apply;
- c) The Contractor shall contact BC Hydro, Telus, Shaw Cable, and Fortis BC Gas two working days prior to the start of any excavation;
- d) Compact trench backfill and shoulder/road base to 95% modified Proctor density;
- e) The Contractor will not be responsible for repaving the driveway excavation. The District will arrange hot-mix asphalt installation when the asphalt plants reopen.

### **4) Reference Material**

There will no survey or detailed design for this project. Attached are images intended to clarify the scope of work to the contractor. It is the responsibility of the contractor to verify all measurements, materials, and processes required to complete the project.





## **Appendix 2- Quotation Form**

The Quotation Form is to be completed in full.  
(Attached)

# QUOTATION FORM

District of Sooke  
Marathon Lane Drainage Works

**Quotation Submission:**

Project: Marathon Lane Drainage Works  
Project No.: 5225-08  
Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: (      ) \_\_\_\_\_  
Name of Bidder: \_\_\_\_\_  
Signature\*: \_\_\_\_\_

\* must be an official signatory of the company

**Certification:**

I/We have carefully read and examined the RFQ and all included appendices, and have conducted such other investigations as were prudent and reasonable in preparing this response.

I/We certify that the statements made in this response are true and complete. These statements and prices as quoted represent our response to the District of Sooke. I/We agree to be bound by statements and representations made in this response and to any agreement resulting from this response.

I/We acknowledge receipt of all addenda up to and including the most recent, **Addendum # \_\_\_\_\_ , Dated: \_\_\_\_\_** which become part of the work and are included in this quotation.

**Contract Price:**

The Contractor must provide Lump Sum Rates and Unit Rates (where applicable) for each of the items specified below. The Price is in Canadian funds which include the supply of all products, labour and materials, supervision, services, construction machinery and equipment, overhead and profit, and represent the entire cost to the Owner for the completion of the Work. All applicable Federal and Provincial taxes and duties, *excluding* Goods and Services Tax (GST), are included in the price.

The Contractor must also provide labour rates for Extra Work, should the need for it arise. Equipment rates for Extra Work will be based on the 2017/18 Blue Book Equipment Rental Rate Guide.

Initials of Contractor: \_\_\_\_\_

# QUOTATION FORM

District of Sooke  
Marathon Lane Drainage Works

	<b>Price (Excluding GST)</b>
Please provide a LUMP SUM cost	\$ _____  Excluding GST

<b>Extra Work</b> is charged at an <b>hourly</b> rate of:	Foreman-	\$ _____
	Labourer-	\$ _____
Additional positions: (optional)	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

### Proposed Construction Schedule:

State your intended start date if awarded this contract: \_\_\_\_\_

Estimated substantial completion date: \_\_\_\_\_

### Contractor Numbers and Status:

District of Sooke (or Intermunicipal) Business License Number:

Worker's Compensation Registration Number:

Incorporation Number: \_\_\_\_\_ And Incorporation Date: \_\_\_\_\_

I/We meet the insurance requirements: YES / NO

### Notification:

If notified in writing by the District of acceptance of this Quotation within 30 days after the RFQ closing date, we shall:

- Provide, prior to commencing work, certified copies of the Contractor's insurance;
- Provide a current Worker's Compensation Clearance Letter;
- Enter into and execute a General Services Agreement for the Work.

Initials of Contractor: \_\_\_\_\_



### **Appendix 3- Insurance Requirements**

Insurance requirements are described within the District's Risk Management and Contract Services Policy.

(Attached)



Policy 5.4  
File No. 2510-00  
October 25, 2004  
Amended March 25, 2013

## ***Risk Management-Contract Services Policy***

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1. Any person or organization that contracts with the District of Sooke to provide services to or on behalf of the District must provide proof to the District that the following *minimum* requirements have been met:
  - a) proof of liability insurance coverage with a minimum value of \$5,000,000;
  - b) certificate indicating that the individual or organization has an active WCB account that covers any and all persons who will be providing contracted services to or for the District of Sooke; and
  - c) proof of applicable credentials.
2. Copies of the above documentation must be received prior to the commencement of services.
3. The document submitted for insurance coverage must indicate the type of coverage and expiry date.
4. Preference is for the District of Sooke to be named as an additional insured in the liability insurance document.

Note: An individual contracted to provide coverage for the following positions is not covered by the District's errors and omissions policy:

Chief Administrative Officer  
Corporate Officer  
Director of Finance  
Municipal Engineer  
Municipal Planner  
Building Official